



www.gctcok.edu

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918-758-0840

CRRSA Act Higher Education Emergency Relief Fund II (HEERF II) Plan & Procedures

Due to the COVID-19 pandemic, post-secondary students at GCTC may receive a Higher Education Emergency Relief Fund II (HEERF II) grant authorized through the Coronavirus Response and Relief Supplement Appropriations (CRRSA) Act. These non-taxable emergency grants, which do not have to be repaid, are intended to provide funds for post-secondary students to cover any component of their cost of attendance or any emergency costs that arise due to coronavirus, such as tuition, food, housing, healthcare (including mental), childcare, and course-related materials or services, such as technology.

In order to be eligible for these funds at GCTC, a student must meet the criteria below:

- ❖ Have been enrolled as a post-secondary student in an approved program for the 20-21 academic year
- ❖ Be a US Citizen or eligible Non-Citizen
 - Attest under penalty of perjury that he/she meets the above requirements.
 - Attest that he/she intends to use the funds for COVID-19 related expenses (such as technology expenses, course materials, housing, food, childcare, healthcare, etc.)

How the grant allocation is to be determined and the amount disbursed to each student:

The GCTC Financial Aid Coordinator will contact all 20-21 post-secondary students to make sure they are aware of the emergency grant funds available at GCTC and then send an acceptance/attestation form to each student to verify that they have expenses related to the disruption of campus operations due to the COVID-19 Pandemic. GCTC has received a total of \$237,307 that is available with at least \$78,799 being allocated for students and the remaining amount being allocated for the institution. Distribution will be an enrollment status base grant amount added to a needs-based amount dependent upon student's EFC for all post-secondary students enrolled in an approved program for the 20-21 AY. Any remaining HEERF II funds from the student portion will be given as HEERF scholarships to students.

- ❖ Base Grant Amount: Full-Time Status = \$1000 AND Part-Time Status = \$500
- ❖ Needs-based Amount: No EFC = \$0, EFC greater than or equal to 3000 = \$250, and EFC less than 3000 = \$500

Examples:

FT Pell Student with $EFC < 3000$: $1000 + 500 = \$1500$

FT Pell Student with $EFC \geq 3000$: $1000 + 250 = \$1250$

FT Non-Pell Student: **\$1000**

PT Pell Student with $EFC < 3000$: $500 + 500 = \$1000$

PT Pell Student with $EFC \geq 3000$: $500 + 250 = \$750$

PT Non-Pell Student: **\$500**

Non-Discrimination Statement

Green Country Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment, and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator at 918.758.0840, 1100 OK-56 Loop, Okmulgee, OK 74447.

How the grant is to be distributed to students:

The method of disbursement at GCTC is by check requiring a student's signature.

- ❖ The student will be required to complete and sign all forms before receiving his/her check.
 - Students will be contacted by the Financial Aid Coordinator of disbursement amount by email.
 - GCTC will issue all checks to each student in person.
 - The Central Office will contact students once checks are available.
 - Students will be required to sign all documents upon receiving their check from a Central Office Administrative Professional.
 - Emergency grants will be applied to a student's account balance if student gives consent with their acceptance form.
 - If grant checks do not clear & must be voided, GCTC would still be obligated to give those funds to students relating to the COVID-19 Pandemic. GCTC has one year from the awards notification date of January 28th, 2021 in which to disburse any remaining funds.

Student contact and documentation:

- ❖ The Financial Aid Coordinator will contact each student:
 - To read the GCTC CRRSA Act HEERF II Plan and Procedures & submit the CRRSA HEERF II Acceptance/Attestation form
 - To notify of emergency grant disbursement amount
- ❖ A student CRRSA Act HEERF II Acceptance/Attestation form is created to serve as documentation that each student has expenses related to the disruption of campus operations due to the COVID-19 Pandemic. Students will sign the form attesting under the penalty of perjury that he/she meets the requirements, attesting that he /she intends to use the funds for COVID-19 related expenses, and accepting the emergency grant from GCTC.
- ❖ A CRRSA Act HEERF II Disbursement form is created to indicate the amount that the student will receive.
- ❖ All forms must be completed before a check will be given to the student.
- ❖ Documentation will be kept in the student's file in the Financial Aid Office.
 - Student CRRSA Act HEERF II Acceptance/Attestation form
 - CRRSA Act HEERF II Disbursement form indicating the amount the student will receive
 - GCTC Enrollment Verification
 - Copy of check stub and signed activity requisition

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